

## City of Gardner Position Description

### ENGINEERING TECHNICIAN II - UTILITIES

*Position Title: Engineering Technician II*  
*Department: Utilities*  
*Reports To: Utility Manager*  
*Salary Range: 4*  
*FLSA Status: Non-Exempt (eligible for overtime pay)*  
*Last Update: June 29, 2020*

#### **Job Summary:**

Participate in a wide variety of technical engineering work, including manual and computer aided drafting, surveying, engineering inspections, data collection and entry; and assist other Utility department staff in the performance of office and field engineering work. This position builds off the Engineering Tech I position responsibilities and roles. Employees at this level are not fully aware of the operating procedures and policies of the work unit and provide no supervision.

#### **Job Scope:**

This class is the second level in the engineering technician series. This class is distinguished from the Engineering Technician I by the performance of the more detailed tasks and duties assigned to positions within the series. This employee reports to the Utility Manager and does not have supervisory responsibility for subordinate personnel.

#### **Essential Duties and Responsibilities:**

- Provides technical support to other Utility divisions, other City departments, developers, and builders on all City Utility infrastructure.
- Participates in the planning and economic development review process and Utility Improvement projects such as development plats, commercial and residential subdivision plans.
- Prepare preliminary plans and layouts for engineering projects; perform quantity and area computations in connection with proposed projects.
- Inspect and monitor construction projects regarding all types of utility and/or public works facilities to ensure conformance with contract specifications.
- Utilize CADD system in generating a variety of drawings, plans, layouts and related materials for assignments; perform various calculations and computations using the CADD system.
- Prepare detailed drawings and other pertinent charts and graphs both manually and using CADD.
- Provide information to citizens regarding projects and policies as requested; notify property owners of pending projects.
- Prepare maps to record utility locations and other materials necessary for projects.
- Maintain as-built plans and other documents; file plans, specifications, design and survey data relating to projects.
- Research and gather information for the design of projects; coordinate data gathering activities with other departments and divisions; assist in preparing specifications and costs estimates for proposed projects.
- Perform and review more complex mathematical calculations related to design projects.
- Perform a variety of tests including pressure and leakage tests on water mains; take test samples; oversee chlorination testing.
- Prepare procedures, specifications and technical documents for bids, cost and quantity estimates for department projects, preliminary and final assessment costs for improvement districts.
- Approves minor field changes working with the contractor and engineer.
- Ensures deficiencies are documented and Notifies contractor of corrections to be made.

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- Reviews as-builts for accuracy.
- Keeps detailed and accurate records of daily activities on all utility improvement projects; submits weekly and monthly summaries of those reports.
- Reviews contractors pay requests to determine accuracy of quantities, cost, and the progress of the projects.
- Assists the Codes Administrator, when necessary, with engineering inspections related to building permits and site work.
- Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.
- Establish and maintain cooperative working relationships with those contacted.
- Performs other related duties as deemed necessary or as required.

### **Education, Certification and Experience Requirements:**

High school diploma or G.E.D. and a Certified Engineering Technician designation with a minimum of 3 years experience in the application of design and construction of public improvements or any equivalent combination of training and experience that provides the required knowledge, ability, and skill. Preferred previous experience in Auto CAD Civil 3D. KDOT LPA Certification and/or APWA Certified Public Infrastructure Inspector (CPII) preferred. Requires the possession of a valid driver's license and a good driving record.

### **Skills, Knowledge and Abilities:**

- Operation and utilization of various computer software systems including CADD.
- Equipment, materials and methods used in construction.
- Procedures, techniques and methodology of computerized drafting and surveying.
- A thorough knowledge of the materials, testing methods, and practices used in the design and construction of public improvement projects.
- Knowledge of the City standards for public improvement projects; considerable knowledge of City codes and subdivision regulations.
- Ability to recognize faulty construction or unsafe working conditions for public improvement projects.
- Read and interpret plans and specifications and to recognize deviations from such construction plans, and to be able to make design judgment decisions in the field.
- Ability to enforce construction standards and contract specifications firmly, tactfully, and impartially.
- Ability to exercise independent and logical reasoning and judgment when performing work tasks or communicating with others.
- Ability to operate a computer for general correspondence, record keeping, design, and mapping.
- Familiarity with word processing, spreadsheet applications, AutoCAD, and GIS software applications such as ArcView and ArcInfo.
- Basic knowledge of construction surveying.
- Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, and the general public.

### **Tools and Equipment Used:**

Personal computer including word processing and spreadsheet applications; AutoCAD, and GIS software applications such as ArcView and ArcInfo; telephone; copier; facsimile, and vehicle.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, and the ability to work safely in hazardous situations. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

### **Work Environment:**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

**Selection Guidelines:**

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.